

JOB READINESS REPORT

<u>COMPETENCY AREA</u>	<u>Training Needed</u>	<u>Training Provided</u>	<u>COMMENTS</u>
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A. The Job Application

1. Can fill out a paper/online job application completely and correctly or has a responsible party who can assist when necessary (no blank items, signed)			
2. Resume or fact sheet developed. The resume must be submitted to DRS with the A&I for payment of job readiness services.			
3. References contacted (by the provider of job readiness services) in advance with complete information on name, address, telephone #, job title. The client's reference sheet must be submitted to DRS with the A&I for payment of job readiness services.			
4. Demonstrates understanding of legal implications of signature on application, (drug screen, felony record, etc.)			
5. Drug screening and ability to pass has been discussed with client			
6. Education section fully completed accurately with dates.			

B. Finding the Right Job

1. Can identify work interests. Understands if they are realistic.			
2. Understands the importance of liking the job and feeling a part of the work environment. Discuss the following positives of being in a workplace that "fits": Keeping the job Working Harder Making fewer mistakes			
3. Understands and can discuss own abilities and aptitudes.			
4. Understands the importance of motivation, attention and dependability.			
5. Discuss the following: Being present everyday Being on time Getting along with others			
6. Can explain the benefits of working			
7. Understands how to perform a job search a. Career Centers			

<ul style="list-style-type: none"> b. Friends and family c. Newspaper d. Internet e. Staffing Service f. Staying organized during the job search (calendar, appt. book) 			
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C. The Job Interview

1. Understands first contact and first impressions			
2. Can understand potential job interview questions.			
3. Demonstrates effective non-verbal behavior (eye contact, personal habits, calmness)			
4. Understands and demonstrates appropriate dress & grooming for an interview			
5. Mock interviews: <ul style="list-style-type: none"> a. Job readiness/placement provider b. Offsite interview conducted by third party At least two mock interviews must be conducted.			
6. Client can discuss strengths as a worker			
7. Can write out answers or verbally respond to interview questions			
8. Understands the need for follow up after an interview—i.e. a phone call to express interest in the position, a thank you note for the interview			
9. Can explain what may be perceived as negatives on application (convictions, lapses in employment)			
10. Understands pros and cons of disclosure of disability and knows how to request a reasonable accommodation			

D. Keeping the job. The work habits and attitudes necessary to keep a job:

1. Contingency Plan/Barriers to Employment <ul style="list-style-type: none"> a. Plan for transportation b. Plan for back up transportation c. Childcare d. Back up for childcare e. Illness f. Weather g. Gas & lunch money h. Do I have an alarm clock and can I use it. Any contingency/barrier issues which are ongoing/recurring in nature or are not fully resolved must be included on the Job Placement Activity Plan.			
2. Attendance; what are acceptable absences. What to do when you need to be absent.			
3. Punctuality (upon arriving at work, following breaks and lunch)			
4. Getting along with other – co-workers and supervisors			
5. Quality of work			
6. Quantity of work			
7. Working safely			
8. Following directions			

9. Can assess strengths and weakness. Accepting responsibility for own behavior and problems on the job. Identifying ways to improve work performance.			
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E. Leaving the Job

1. Understands the importance of: a. Giving two week notice b. Leaving on good terms c. Making sure there is another job to go to.			
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Community Resource Provider Name

Staff Member Signature

Date